



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: Systems Analyst

Position Number: EC023

Position Grade: GS-15

Salary Range: \$144,128.00 - \$172,500.00

Vacancy Open Period: 5/11/2021 – 5/26/2021

Position Type: Staff Reserve, Detailee

Who May Apply: Internal ODNI and External Candidates, Detailees

Division: PC/RCE

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal ODNI candidate to fill a GS-15 position.
- An external candidate to fill a GS-15 Staff Reserve assignment.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

******THIS IS A STAFF RESERVE TERM-LIMITED POSITION******

Staff reserve appointments are term-limited appointments made for a period of 1 year, with a possible extension of up to 1 additional year.

Who May Apply

Current GS employees at the grade of GS-15 may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.



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- For a cadre assignment:
 - Current ODNI permanent cadre. (GS employees at the grade of GS-15 may apply.)
 - Current ODNI Staff Reserve Employees. (A staff reserve employee not currently occupying this position may apply.)
 - Current Federal Government employees. (GS employees at the grade of GS-15 may apply.)
 - Candidates outside the Federal Government.
- For a detailee assignment:
 - Current Federal Government employees. (GS employees at the grade of GS-15 may apply.)

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

The ADNI/RC&E leads the intelligence community in independent systems analysis to better inform key capability and resource decisions, integrating mission priorities/needs and resource data. RC&E is a highly matrixed organization and is dependent upon collaboration with other ODNI components, with a focus on integration, not ownership.

Major Duties and Responsibilities (MDRs)

- Direct the execution of RC&E's Architecture and Systems Engineering activities and manage those activities with the Intelligence Community components.
- Lead, plan, and design analytic and architecture studies and reviews of cross-cutting Intelligence Community (IC) issues and programs to identify investment alternatives for Director of National Intelligence (DNI) decision.
- Plan, establish, and manage a systems architecture and technical data collection process and collaborate with IC components on system-wide analysis efforts.
- Develop multifaceted models and tools to estimate program performance including modeling and simulation, value frameworks, and analysis of alternatives to assess current and proposed IC capabilities.
- Lead, design, and implement appropriate analysis, studies, investigations, and examinations of ODNI and IC programs and plans; construct and use simulation models, organize analysis teams and conduct analyses, and prepare written reports and briefings documenting these technical efforts.
- Lead, initiate, cultivate, and maintain productive working relationships with IC stakeholders, colleagues, and users to analyze systems and operations performance metrics, reporting requirements, and exchange knowledge and leverage information sharing techniques regarding current and proposed programs.



Mandatory Requirements

- Superior technical, and analytical skills required to effectively manage sensitive issues and expert ability to plan, lead, and implement complex technical projects.
- Expert ability and/or academic background in systems engineering, operations research, systems analysis or modeling and simulation.
- Expert experience developing and applying quantitative and qualitative methodologies for decision support or systems analysis to identify alternatives for resolving complex issues.
- Superior oral and written communications skills, including ability to clearly convey complex information and ideas at all levels of management.
- Demonstrated ability to lead and promote the development and use of a broad range of analytical tools and approaches to research, analyze, and present findings, conclusions, and recommendations (systems analysis, statistical methods, simulation modeling, etc.).
- Demonstrated ability to develop consensus recommendations and to solicit input from colleagues and peers; ability to remain open-minded and change opinions on the basis of new information and requirements.

Desired Requirements

- Experience: Ten or more years of experience leading strategic planning, managing, and directing the successful efforts of a government or private organization/industry.
- Education: Master's degree preferred, Bachelor's degree in systems engineering, operations research, systems analysis or modeling and simulation.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI](#) website.*

External ODNI Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.



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- Successful completion of a ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *External Candidates must submit an application through the www.intelligencecareers.gov.* All attachments should be in Microsoft Word or Adobe PDF format. Applicants experiencing technical issues should contact the HR POC for guidance.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: applications should be sent to either DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system). Applicants experiencing technical issues should contact the HR POC for guidance. All attachments should be in Microsoft Word or Adobe PDF format.



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Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment Team B; Phone: 301-243-1318

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**